

TITLE, SERIES, GRADE: PAYROLL LIAISON SPECIALIST, GS-301-9/11

SALARY RANGE: \$48,108 - \$75,669 per annum

PROMOTION POTENTIAL (IF ANY) TO: 11

VACANCY ANNOUNCEMENT NUMBER: 08-CRM-SA-080

AREA OF CONSIDERATION: Government-wide

OPENING DATE: 10/31/2008

CLOSING DATE: 11/24/2008

DUTY LOCATION(S): Department of Justice, Criminal Division, Office of Administration, Human Resources Management Unit, Personnel Operations Staff, Washington, DC

NUMBER OF VACANCIES: One Position

JOB SUMMARY

- Performs payroll program operations involving difficult, complex, and legally contentious actions associated with employee pay. Representative program operation assignments include: Leave balance adjustments, Computer Security, e.g., for Time and Attendance System and settlement calculations.
- Works with the Department's Payroll Operations Group in processing the following: Commercial Garnishments, Educational Loans, Alimony and Child Support.
- Performs payroll program operations in the area of overseas processing. Researches and analyzes overseas entitlements and calculates monies owed to affected employees.
- Analyzes, researches and provides all background information in regard to debts incurred to the Government by Criminal Division employees.
- Serves as the Division's StarWeb Coordinator and works closely with the Department to ensure StarWeb requirements are met and in place. Monitor various reports relating to Time and attendance, leave and payroll.
- Provides on-going advice and guidance in the area of leave audits.
- Works with Human Resource Specialists in resolving missing personnel actions to ensure all Criminal Division employees are paid.
- Provide training on time and attendance using StarWeb. Serves as the Divisions point of contact for leave matters, time and attendance, and various payroll matters. Performs other duties as assigned.

NOTE: For eligible surplus/displaced employees, well qualified means an applicant must meet all minimum qualification requirements and score at the midrange level points against the ranking factors stated in the vacancy announcement.

QUALIFICATIONS: Applicants must possess one year of specialized experience equivalent to the next lower grade in the Federal service.

SPECIALIZED EXPERIENCE is experience which is typically related to the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the

duties of the position.

QUALITY RANKING FACTORS: Applicants are encouraged to provide a separate narrative addressing each quality ranking factor.

- 1) Knowledge of the National Finance Center Personnel/Payroll System sufficient to plan, organize and carry out assigned payroll programs.
- 2) Knowledge of pertinent laws, regulations, policies and precedents in the area of payroll processing. In particular, Tax Levies, Garnishments, Child Support, and Education Loans.
- 3) Knowledge of leave and time and attendance regulations, policies and procedures , and StarWeb processing.
- 4) Ability to communicate orally.
- 5) Ability to communicate in writing.

EVALUATION METHODS: Applicants will be evaluated according to the extent and quality of experience, education and training, type of official recognition received and supervisory appraisal of performance.

HOW TO APPLY:

- Applicants must submit a resume, OR the Optional Application for Federal Employment (OF-612), OR any other written format chosen, including the SF-171.
- Applicants must also submit a separate statement addressing the Quality Ranking Factors listed above.
- Current Federally employed applicants must also submit a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months.
- Displaced and surplus federal employees must submit a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

If a Resume is submitted it must contain the following information: If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.

- **JOB INFORMATION**--Announcement number, title and grade(s) of the job for which you are applying;
- **PERSONAL INFORMATION**--Full name, mailing address (with ZIP code), day and evening phone numbers (with area code), social security number, country of citizenship (Most Federal jobs require United States citizenship), veterans' preference, reinstatement eligibility (if requested, attach SF-50 proof of your career or career-conditional status, highest Federal civilian grade held (also give job series and dates held);
- **EDUCATION**--High school, name, city, and state (ZIP Code), date of diploma or GED, colleges and universities, name city and state (ZIP Code), majors. Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Send a copy of your college transcripts only if the job vacancy announcement requests it.
- **WORK EXPERIENCE**--give the following information for your paid and nonpaid work experience related to the job for which you are applying. (do not send job descriptions): job

title (include series and grade if Federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor.

- OTHER QUALIFICATIONS--Job-related training courses (title and year). Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed. Job-related certificates and licenses (current only). Job-related honors, awards, and specialized accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (Give dates but do not send documents unless requested).

Applications can be e-mailed to: CRIMINAL.CRMJOBS@USDOJ.GOV or faxed to 202-353-0775. For federally employed applicants e-mailing a resume, OF-612 or SF-171, you will need to fax a separate statement addressing the Quality Ranking Factors listed above, a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months. Displaced and surplus federal employees must also fax a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position. Although we are requesting that applications be sent via e-mail and/or fax, we are also accepting applications mailed through the postal service.

NOTE:

- Relocation expenses are not authorized.
- Applications that are e-mailed and/or faxed must be received by midnight of the closing date.
- Applications mailed through the postal service must be received by the closing date of this announcement.
- If submitting a resume, all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.
- This is a permanent full-time position.
- All qualifications for this position must be met by the closing date of this announcement.
- Failure to submit the requested information may result in a lower rating in the evaluation process.
- Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. This position is subject to a drug test by urinalysis.
- Qualified applications will receive consideration without regard to race, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or any other non-merit factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on request for reasonable accommodation will be made on a case-by-case basis.

POINT OF CONTACT: Shelly Adams

CONTACT PHONE: 202-616-0096

CONTACT E-MAIL: CRIMINAL.CRMJOBS@USDOJ.GOV

TDD: 202-305-2918